

# Operation Undergrad 2005-2006 VA ABC Grant Application

When completing this form, please refer to the detailed instructions provided under "Application Submission."

## THE INSTITUTION OF HIGHER EDUCATION

1. Applicant school \_\_\_\_\_
2. Address \_\_\_\_\_  
(Street or Post Office Box) (City) (State) (Zip)
3. Phone \_\_\_\_\_ 4. Federal tax ID number \_\_\_\_\_

## PROJECT ADMINISTRATION

5. Project coordinator \_\_\_\_\_ 6. Title \_\_\_\_\_
7. Address \_\_\_\_\_  
(Street or Post Office Box) (City) (State) (Zip)
8. Daytime phone \_\_\_\_\_ 9. Fax \_\_\_\_\_
10. E-mail address \_\_\_\_\_

## PROJECT DESCRIPTION

11. Project title \_\_\_\_\_
12. Project start date \_\_\_\_\_ 13. Project end date \_\_\_\_\_
14. Project focus: ☐ Education ☐ Enforcement ☐ Community involvement ☐ Off-campus ☐ Other
15. Attachments (*all required*): ☐ Attachment A ☐ Attachment B ☐ Attachment C ☐ Attachment D
16. Is this a continuation grant? ☐ Yes ☐ No

## BUDGET

17. Amount requested from VA ABC (up to \$7,500) \_\_\_\_\_
18. Income from other sources: Cash \$ \_\_\_\_\_  
Other donations \_\_\_\_\_

## LETTERS OF SUPPORT

19. Are four letters of support from different offices, agencies or organizations included? ☐ Yes ☐ No

## SIGNATURE

- Signature of project coordinator \_\_\_\_\_ Date \_\_\_\_\_
- Name (*please print*) \_\_\_\_\_
- Signature of chief executive officer \_\_\_\_\_ Date \_\_\_\_\_
- Name (*please print*) \_\_\_\_\_

The best way to ensure you have the latest information about Virginia ABC is to visit [www.abc.virginia.gov](http://www.abc.virginia.gov).  
You may also contact Virginia ABC Education directly: ABC Education, 2901 Hermitage Road, Richmond, VA 23220 / E-mail: [education@abc.virginia.gov](mailto:education@abc.virginia.gov) / Phone: (804) 213-4688 / Fax: (804) 213-4457.



Virginia Department of Alcoholic Beverage Control  
Education Section / Operation Undergrad  
2901 Hermitage Road  
Richmond, Virginia 23220

Look inside for grant Application! Application due by July 1, 2005.

*Operation*

2005-2006 Grant Application

*Undergrad*

# Operation Undergrad

2005–2006 Grant Application



Operation Undergrad is a grant program designed to help campus law enforcement and security reduce and prevent underage/binge drinking and impaired driving among college students. The program rewards colleges and universities that strive to develop and enhance their relationships with various campus and local law enforcement departments, regional offices of the Virginia Department of Alcoholic Beverage Control (ABC), community organizations and college substance abuse coordinators. Virginia ABC will award grants, up to \$7,500 per grant, to college law enforcement and substance abuse offices for the 2005–2006 academic year. Funding for these grants is made possible through the Office of Juvenile Justice and Delinquency Prevention.

## How to Apply

To apply, please complete the enclosed Operation Undergrad 2005–2006 Grant Application Form. *Faxes and e-mails will not be accepted for the grant application.*

## Grant Priorities & Action Areas

Grants are awarded on the basis of the following priorities:

1. Deterring underage use, purchase, possession and sale of alcohol.
2. Encouraging campus and community involvement in enforcing Virginia's alcohol laws.
3. Enhancing and expanding collaborative efforts among campus law enforcement or security, local ABC agent(s) and local law enforcement.
4. Discouraging of-age providers from supplying alcohol to underage individuals.
5. Educating students on the legal, health and personal implications of breaking Virginia's alcohol laws.

Proposed grant projects must address the following action areas:

- Design or enhance enforcement and/or educational projects that will increase the role of campus security (or campus police) in combating illegal use and consumption of alcohol.
- Collaborate with various campus and community groups including student organizations, local law enforcement agencies, and university student services in carrying out your project(s). Show evidence of a good working relationship between campus law enforcement or security and the campus substance prevention office.
- Review current policies and enforcement procedures in relation to substance abuse issues. Emphasize enforceable policies and procedures.

## Timeline

07/01/05 .....Application due to ABC by 5 p.m.  
07/22/05 .....Grant award letters mailed.  
12/02/05 .....Progress report due to ABC by 5 p.m.  
05/31/06 .....Grant project ends. (All funding to be spent.)  
06/16/06 .....Final report due to ABC by 5 p.m.

## Project Leadership & Reporting

What happens if your institution receives a grant?

- Your institution will play a project leadership role and will receive all award checks.
- Your institution may be required to attend the ABC College Conference. Representation must include campus law enforcement and the substance abuse education office.
- Your institution's project coordinator may be required to attend trainings for campus law enforcement and/or community groups. Specific details of the required trainings will be made available after grants are awarded.
- About one month after receipt of award, your institution will receive the first of two installments of the awarded budget. The second installment will be awarded after receipt and review of the first progress report, which is due to ABC on Friday, December 2, 2005. ABC reserves the right to delay and/or deny award of the remaining funds if the progress report is incomplete or unacceptable.

*Note: After the award of funds, any changes in the budget must be submitted in writing for approval by the ABC Education Section.*

- All reports need to be formatted according to ABC's special requirements. These requirements will be furnished to you upon award of the grant. ABC's reporting format must be followed. Failure to follow the format or tardy reports may hinder your future funding opportunities.

*The Progress Report is due to ABC by December 2, 2005.*

*The Final Report is due to ABC by June 16, 2006.*

Please send a final draft of all print material produced through this grant to ABC for review before any final printing occurs. Two copies of all materials created directly or indirectly through this grant (news releases, news articles, brochures, posters, photos, etc.) are also to be included with your grant progress and final report. When possible, please be sure to keep multiple copies in your file to be sent to ABC upon request.



# Application Submission

Applicants must submit an original and four unbound copies of the Operation Undergrad grant application. The ABC Central Office must receive applications by 5 p.m. on Friday, July 1, 2005. *We will not accept grant applications by fax or e-mail.* Hand deliveries may be made to the ABC Central Office at 2901 Hermitage Road, Richmond, Va. Repeat grant submissions must include a progress report detailing successes to date.

*Note: The application deadline is the date the application must be received at ABC, not the postmarked date. The application is due by 5 p.m. on July 1, 2005.*

## DIRECTIONS & FORMAT [5 POINTS]

1. Please follow directions. Failure to do so may result in disqualification.
2. Proposals should be typed on white paper. Use Times New Roman (or similar) 12-point type. Pages should be numbered and one-inch margins should be used on all sides.
3. Provide information requested in each section. This includes information that may have been requested in a previous section.
4. Use subject headings.
5. Do not combine sections.
6. Submit the original application along with four unbound copies of the application.
7. ABC reserves the right to give priority funding to organizations that have not received an ABC grant in two or more consecutive years.
8. ABC reserves the right to deny funding to current or former grantees that have not followed guidelines or procedures within the current or previous grant agreement(s).

## INSTITUTION OF HIGHER EDUCATION

The institution of higher education will play a project leadership role and will receive all award checks. It will also be required to meet certain requirements, listed under "Project Leadership & Reporting."

## PROJECT ADMINISTRATION

The project coordinator listed on the application will be ABC's contact. The coordinator should be a staff member from the campus law enforcement or security department and should be closely involved with all aspects of the project through the duration. The coordinator may also be someone from the substance abuse office, but he or she must work closely with campus security or law enforcement. The coordinator must be accessible by phone and e-mail.

## PROJECT DESCRIPTION [77 POINTS]

Your project description should not exceed 13 pages. *Note: Please use the headings listed below.*

**SUMMARY OF CURRENT ENFORCEMENT EFFORTS**—Briefly summarize current alcohol enforcement efforts underway on campus. Show examples of collaboration among agencies and organizations and how the current efforts will fit in with the proposed project. *(Should not exceed one page.)* [9 points]

**EXECUTIVE SUMMARY**—Briefly summarize the needs, goal(s), desired outcomes, and key activities proposed in the grant. *(Should not exceed one page.)* [4 points]

**OBJECTIVES & STRATEGIES**—State the goal(s) and objective(s) of your grant using these components:

1. Identify your target audience.
2. Identify the issue(s) or need(s) you will address.
3. Identify the strategies used to accomplish each goal and/or objective within the grant timeline (July 21, 2005–May 31, 2006). Be clear and concise.
4. Identify the outcomes (or what you hope to accomplish) with each goal and/or objective.

*(Should not exceed five pages.)* [20 points]

**TIMELINE (ATTACHMENT A)**—The timeline is a separate component of the application. It should include the goal(s); the strategies related to each objective, including action steps, resources needed and responsible person for each task; the beginning and completion dates of each strategy; and evaluation steps (with beginning and completion dates included). *(Should not exceed two pages.)* [20 points]

**EVALUATION (ATTACHMENT B)**—Describe your plan for evaluation. Focus on the goal of the grant. What is your end result? Focus on your objectives and the methods/strategies by which they will be assessed. Include a description of all evaluation instruments you intend to use. Include both qualitative and quantitative measures of evaluation. (Also include evaluation steps within your timeline.) *(Should not exceed two pages.)* [20 points]

**PLAN FOR CONTINUATION (ATTACHMENT C)**—Outline your plan for continuation after grant funding has ended. *(Should not exceed one page.)* [2 points]

**ADDITIONAL FUNDING (ATTACHMENT D)**—Identify other related funding that has been or will be received by your department and describe how programs and activities supported by those funds will be coordinated with the new programs and activities being proposed in this application. *(Should not exceed one page.)* [2 points]



## ITEMIZED BUDGET JUSTIFICATION [10 POINTS]

Any item listed in the budget MUST be mentioned somewhere in the project description and the budget justification. A brief justification statement must accompany the proposed budget. The justification should clearly explain why each expense is necessary for the proposed project. Terms such as *miscellaneous* or *etcetera* will not be accepted. (*Should not exceed one page.*) [10 points].

*Budget items may include, but are not limited to, overtime enforcement efforts, instructional materials and supplies, transportation costs for various activities, refreshments, guest speakers or presentation fees, ABC College Conference attendance, printing, postage, media materials, etc. Each applicant may apply for up to \$7,500.*

Funds are limited and ABC reserves the right to partially fund any proposals.

*Please note: This grant DOES NOT support pre- or post-prom parties, giveaways, graduation parties, operating expenses, personnel salaries, indirect costs or general conference attendance expenditures, and equipment or supplies.*

## LETTERS OF SUPPORT [8 POINTS]

Four letters of commitment and support from existing or new partners (e.g., local law enforcement, project partners and ABC agent) should be attached to the application. All letters should address the grant goals or objectives and outcomes. The committee will review the quality of the letters.

## SIGNATURE

The applicant will serve as the fiscal agent for the program and therefore accepts fiscal responsibility for the funded project. The lead administrator should review the application and sign on behalf of the organization. The project coordinator's signature is also requested.

## Proposal Evaluation

Program proposals will be evaluated on the following criteria, in no particular order:

- Innovative and creative ideas
- Expected number of people reached through the proposed program
- Demonstrated ability to gain broad-based organizational and/or community support for the proposed program
- Ability to show the link between enforcement and the community in combating underage drinking and reducing heavy drinking among those of age
- The extent to which the program addresses campus/community need for underage alcohol prevention and enforcing drinking laws
- Mechanisms established within the plan to ensure effectiveness and accountability
- Ability to demonstrate a groups' readiness to start, enhance or expand law enforcement activities
- Strong evidence of a good working relationship between campus law enforcement or security and campus substance prevention office
- Demonstrated review of current policies and enforcement procedures in relation to substance abuse issues
- Strong evidence of collaboration among campus law enforcement or security, local ABC agent(s) and local law enforcement
- Repeat grant submissions will be evaluated on progress made in 2004–2005. Special attention will be given to the timeliness of prior report submissions.
- Evaluation is vital to the proposal. Explain what will be done and how it will be measured

